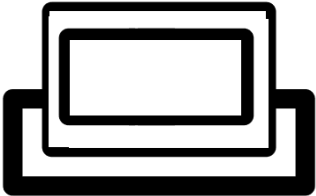# POS Terminal Instructions v7.1

You need the tablet and its assigned card reader
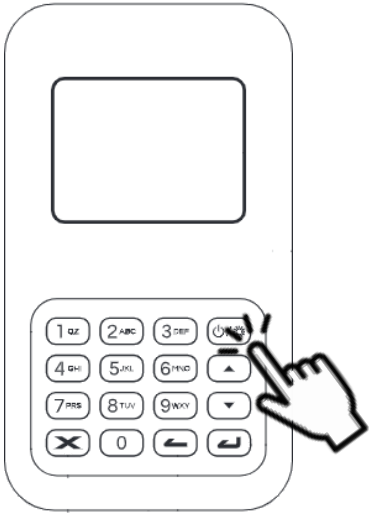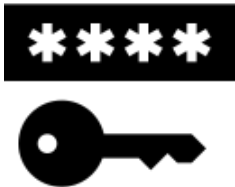
Beware! The tablets and readers are paired. You can't mix and match them

---

Power-up

The buttons are slightly raised.
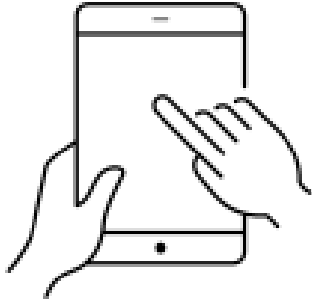Hold until Lenovo Logo appears

X
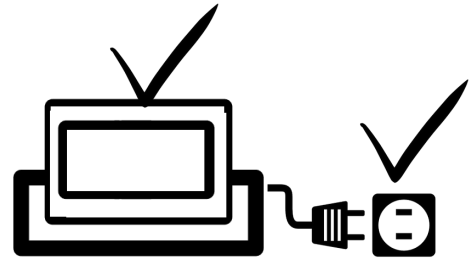
Year we were founded

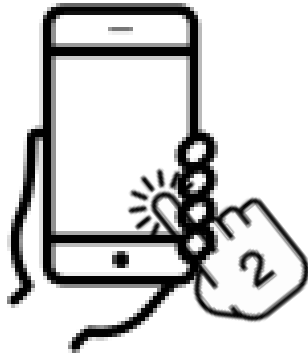****

Processing an order

1 Position

When in use

When NOT in use

Docking station = charger
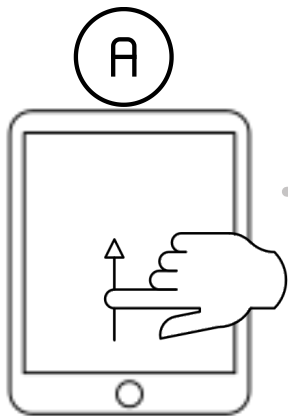
---

2 Wake tablet

Keep tablet and card reader in office

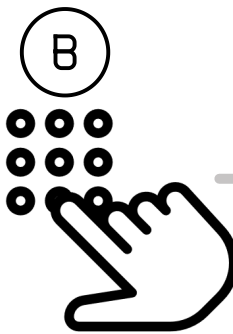Only bring to RA desk when selling a product (collect product and tablet)

Return tablet and reader to shelf in office after sale is complete

Double tap

---

3 Log into the tablet

A

Swipe up

B

PIN = Year we were founded
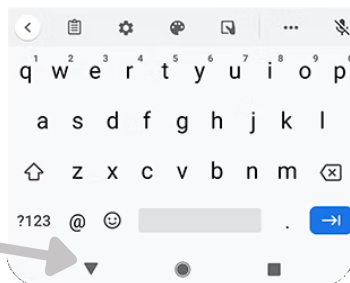
C

BIZSWOOP

D

User: t**ab1 or tab2**
p/w: **chfh**

E

loading products

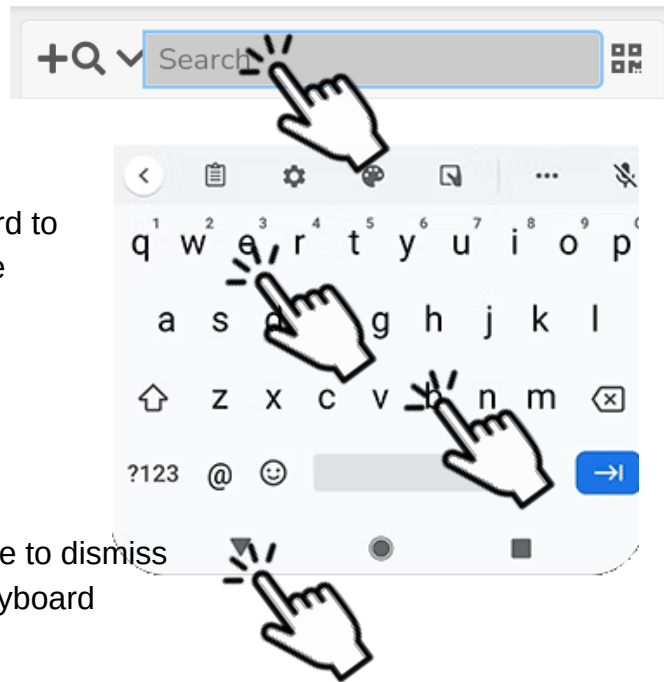If onscreen keyboard is in the way, tap here to close it

Step 4 has been removed. Full renumbering will be carried out when we're sure we have everything right!
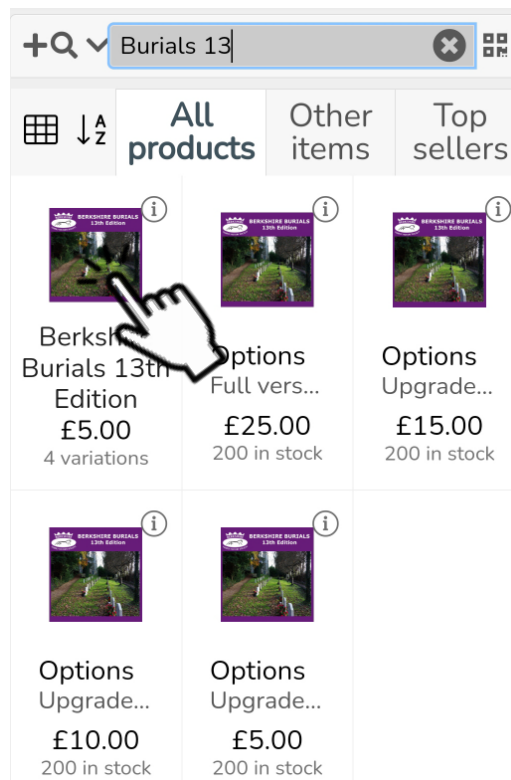
5

Searching for Products

Use on screen keyboard to enter product name

tap here to dismiss keyboard

Tap to add product to basket

Burials 13
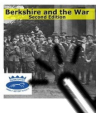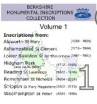
All products | Other items | Top sellers

Berksh...
Burials 13th Edition
£5.00
4 variations

Options
Full vers...
£25.00
200 in stock

Options
Upgrade...
£15.00
200 in stock

Options
Upgrade...
£10.00
200 in stock

Options
Upgrade...
£5.00
200 in stock

Other items

Top Sellers

Price & quantity adjustments
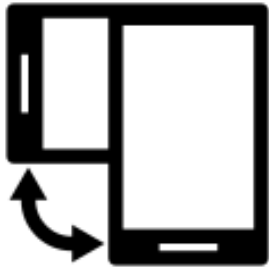
You nay need o take the tablet out of the dock and rotate it to portrait mode so that the calculators appear fully.

Products

👤 Add Customer		Guest

Product	Total ↓?
[A3 B&W] A3 Black and Whit... ④	£2.40 •••
[img] Berkshire Burials 13t...	£25.00 •••
[img] Secondhand books	£5.00

- ✏️ Product Price
- ✏️ Quantity
- ✖️ Remove

Price   £ 3.50   30% 🔻

1	2	3	‹	0%
4	5	6	✖	5%
7	8	9	±	10%
0	00	.	✔	25%

Product	Total ↓?
[A3 B&W] A3 Black and Whit... ④	£2.40
[img] Berkshire Burials 13t...	£25.00 •••
[img] Secondhand books	£3.50 •••

- ✏️ Product Price
- ✏️ Quantity
- ✖️ Remove

Quantity

− 1 +

1		3	
4	5	6	✖
7	8	9	✔
0	00		

6 Select customer

Why do we need to add a customer?

1. The system will automatically email a receipt to them
2. If we don't we'll have lots of orders that we can't reconcile to a customer

22:29

Select customer ✕

👤⁺ Add New Customer

📇 View Customers

paul barr

Paul Barrett
p̶ ̶ ̶ ̶ ̶k̶   ✎

add new

Ⓐ
find existing

Ⓑ

7
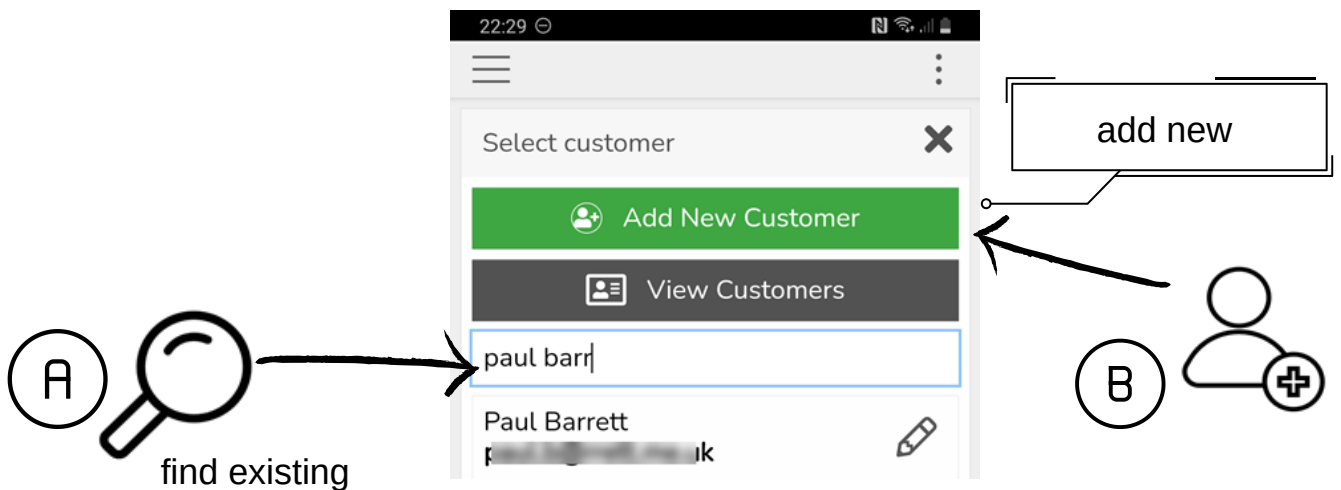
🏷 Add a discount

📝 Add a note

Checkout £25.00

apply member discount

Coupons ✕

Search

Current Code

Sync | Apply

Note: To get the current code log into the main website and go to menu item Shop > Member-Only Shop Discount Code

---

8

Take payment

Checkout £25.00

Select Payment Method

★☆☆☆☆

Cash

★★☆☆☆ Ⓒ

stripe

POS Stripe Card

Stripe card payment method

★★★★★

stripe

POS Stripe Terminal

BerksFHS Shop

Preferred method

(8) (A) Contactless – it's simplest

★ ★ ★ ★ ★

It's also the most hygienic, because the customer need not lay hands on the terminal
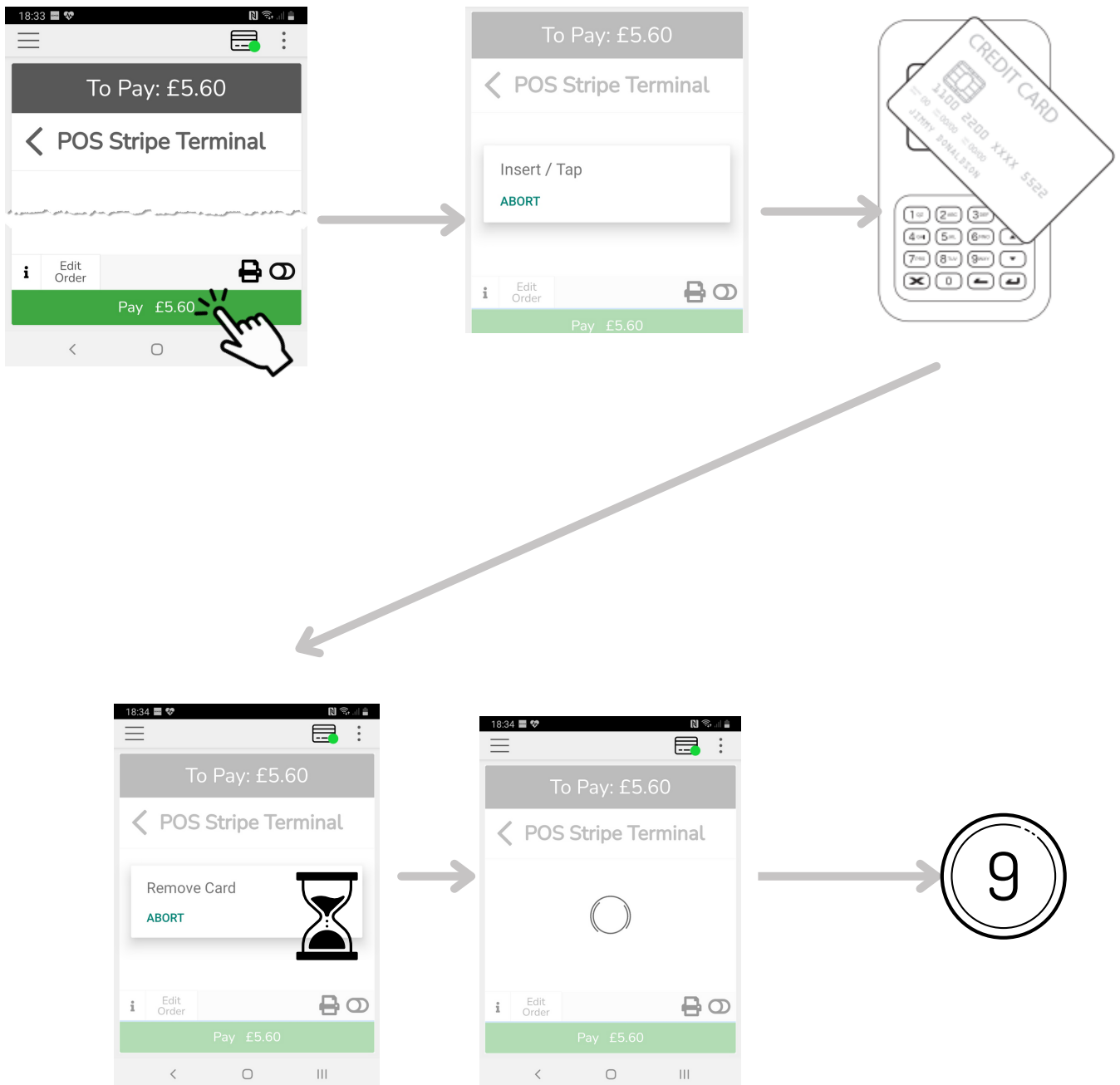
For other payment options, see sections 8B, 8C and 8D
at the end of this guide

Chip 'n pin

★★★★☆

To Pay: £5.60

POS Stripe Terminal

Pay £5.60

To Pay: £5.60

POS Stripe Terminal

Insert / Tap
ABORT

Edit Order

Pay £5.60

Pass terminal to
customer to insert
card and enter pin

Do this AFTER the order
is completed or you may
cancel the payment by
mistake

To Pay: £5.60

POS Stripe Terminal

Remove Card
ABORT

Edit Order

Pay £5.60

To Pay: £5.60

POS Stripe Terminal

Edit Order

Pay £5.60

9

(8) (C) Manual card entry

★★☆☆☆

Select Payment Method

Cash	stripe POS Stripe Card *Stripe card payment method*
stripe POS Stripe Terminal *BerksFHS Shop*	

Ask customer for their card

POS Stripe Card

Card number   MM / YY

Brings up pop-up keypad

i Edit Order   🖨 ⬤

Pay £0.80

POS Stripe Card

VISA 4242   10 / 23   123   12345

Enter details

i Edit Order   🖨 ⬤

Pay £0.8...

POS Stripe Card

VISA 4242   10 / 22   123   12345

i Edit Order   🖨 ⬤

Pay £0.80

(9)
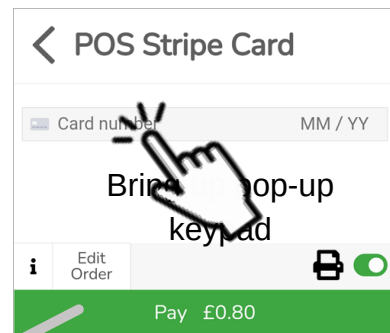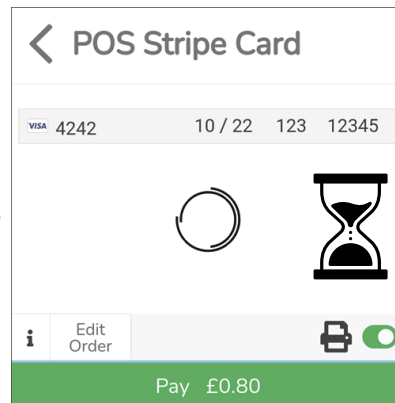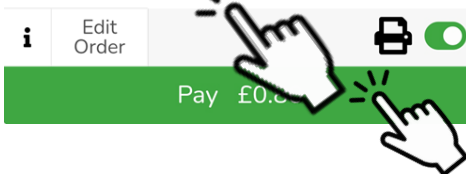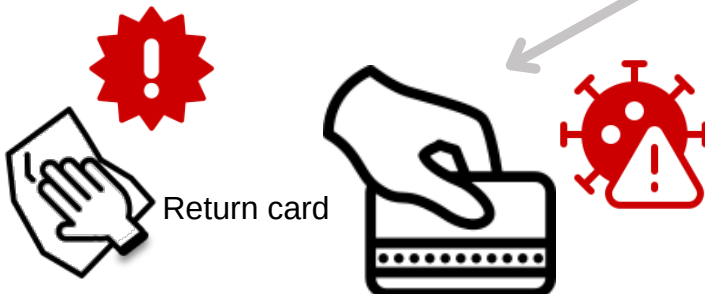
Return card

Cash

★☆☆☆☆

Select Payment Method

Cash

stripe
POS Stripe Card
Stripe card payment method

stripe
POS Stripe Terminal
BerksFHS Shop

Change required

Exact amount tendered

To Pay: £0.80
Change: £0.00

‹ Cash

Amount Tendered £   0.8

i   Edit Order

Pay   £0.80

To Pay: £0.80
Change: £0.00

‹ Cash

Amount Tendered £   0.8

i   Edit Order

Pay   £0.80

To Pay: £0.80
Change: £0.00

‹ Cash

Price	£	1.00	25% ▲
1	2	3	‹ 0%
4	5	6 ✕	5%
7	8	9	
0	00	.	

i   Edit Order

Pay   £0.80

To Pay: £0.80
Change: £0.20

‹ Cash

Amount Tendered £   1

i   Edit Order

Pay   £0.80

Order Processing

Paid: £0.80

Amount Tendered: £1.00

Change: £0.20

i View Order

🖨 Print   ✉ Email

🔄 Sync   ✓ Complete

+ New Order

9

9

Print Receipt

ONLY IF
no account was created
AND
the customer wants one

Products

👤 Customer	Guest

✅

Order Completed

ℹ️ View Order

🖨️ Print   ✉️ Email

🔄 Sync

+ New Order

Print Receipt ✕

Locations:

0 selected

Close | Sync | Manual Print | Print | Print & Close

Local

CANCEL   OK

Print Receipt ✕

Locations:

Local ✔️

Close | Sync | Manual Print | Print | Print & Close